

ASSISTANT CHIEF FINANCIAL OFFICER

DEFINITION

Under the direction of the Chief Financial Officer performs responsible tasks in the finance area, of which the keeping of a general ledger would be a primary responsibility along with the supervisory ability to direct employees in the performance of all accounting duties of the Finance Department.

REQUIREMENTS

Bachelor's degree in accounting with at least three-years of accounting experience.

Advanced knowledge of a PC and PC based applications, including spreadsheet (Microsoft Excel), word Processing (Microsoft Word).

Ability to read, write, speak and understand English sufficiently to perform the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work independently and make decisions.

Ability to understand, remember, and carry out oral and written instructions, and to learn quickly from written and oral explanations and demonstrations.

EXAMPLES OF WORK

Assists the Finance Director in all his/her required duties.

Maintenance of the general ledger and complete knowledge of all subsidiary ledgers.

Reconciliation of all bank accounts such as payroll, general, state unemployment, social security and various bond and investment accounts.

Supervises or assists in preparing periodic government reports on withholding such as Social Security, Federal and State income taxes, unemployment, etc.

Assistance in preparation of annual budget, financial statements and debt statements.

Calculation of employee salaries based upon union contracts.

Attendance of various meeting as requested by CFO or Township Administrator

Processes calculation and prepares analysis for condominium reimbursements

Preparation of various Grant Expenditure Reports.

Maintains and updates all financial procedures.

Has interaction with other municipalities, government agencies, related organizations and industries in the exchange of data and other information.

Collects and compiles numerical data and reports from various reference sources and maintain all monthly reports as required.

Assist in preparation of OPRA requests

May assist with the training of new clerical employees; organized assigned clerical work and develops effective work methods.

All other required duties.

Salary to be determined based upon qualifications and experience.